

ORGANIZATION:	City of Sherwood	DATE: 2016
LOCATION:	Sherwood, Oregon	
DIVISION:	Community Development	
DEPARTMENT:	Planning	
JOB TITLE:	Senior Planner (Limited Duration) - Pay Group 10	
FLSA STATUS:	Non-Exempt	

PURPOSE OF POSITION:

In a lead capacity, and as a subject matter expert, perform advanced and complicated professional city planning and problem solving in such areas as land use, community development, environmental, cultural, parks, and natural resources; urban design and architecture, and/or transportation planning. Prepare and produce staff reports and presentations.

ESSENTIAL JOB FUNCTIONS:

Oversee and/or participate in the development, analysis and evaluation of the Sherwood Comprehensive plan, concept planning alternatives, and implementation strategies that meet identified and anticipated needs of the City, County, Metro, and satisfy state and federal planning standards.

Interpret and administer ordinances, zoning regulations and other City, county, region, state and federal regulations relating to zoning, subdivision, and development review and entitlement issues. Draft Comprehensive Plan policies and development codes and ordinances when conflict arises to comply with statewide standards or to respond to community needs.

Perform field investigations and gather, analyze, interpret, document, and report on various land use and land characteristic data regarding land use applications; take photographs. Perform site plan and land division reviews, participate in land use hearings, and determine conditions which must be met prior to the development of a site. Assist customers with development services.

Prepare public information and citizen educational materials.

Prepare and present staff reports and findings on various current and long range planning issues to a Hearing Authority. Prepare technical information and advice, perform resulting follow-up and research as necessary. Coordinate and collaborate with other staff in the Community Development Department to ensure effective development review services.

Respond to inquiries from the public, elected officials, special interest groups, and others regarding planning issues. Assist front counter staff on inquiries and research as necessary.

Represent the City through participation in local, county, regional, and/or state project management teams to coordinate development review and land use planning activities.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate, including GIS database management and mapping and archiving. Maintain proficiency by attending training and meetings, reading professional planning materials, and meeting with others in similar areas of responsibility. Maintain work areas in a clean and orderly manner.

May prepare grant applications and monitor approved grants to ensure project is completed in accordance with applicable funding conditions and reporting requirements are met.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of planning concepts, principles, techniques and practices. Considerable knowledge of statutory, administrative, and case law, codes, rules, regulations, and ordinances applied to land use planning, legal descriptions. Ability to comprehend and interpret land use laws, rules and regulations; communicate effectively both verbally and in writing; act as an informational resource, facilitate communication in public hearings, be an active listener, prepare clear and concise reports; prepare charts and maps. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field and five years of professional city planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: AICP certification. Municipal planning experience.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training, orientation, and mentoring to volunteers, students, and newly assigned personnel on policies and practices of the Planning Department.

SUPERVISION RECEIVED:

Works at the direction of the Planning Manager.